

**To:** West Virginia Board of Education (WVBE)  
**Date:** July 8, 2024  
**Re:** WVBE Policy Waiver Request / July 8, 2024 Board Meeting

**1) Policy Number and Name recommended to be waived:**

Policy 8200, Purchasing Policies and Procedures Manual Policy

**2) Policy Section Number of Language to be Waived:**

7.11.1 & 7.11.2:

**7.11.1 Purchases costing less than \$5,000:**

- a. Competitive bids are encouraged but not required.
- b. An approved purchase order is required before the merchandise or service is ordered.

**7.11.2. Purchases costing \$5,000 or more but less than \$10,000:**

- a. Competitive bids are required.
- b. A minimum of three (3) verbal quotes must be obtained, whenever practical.
- c. Bids may be solicited by telephone, internet, mail, or by visiting the vendor.
- d. Documentation must be maintained of all quotes obtained, recording the name of the vendor, name of the vendor's representative, name of the LEA's representative seeking the quote, date, commodity, and price.
- e. Refer to the Records Retention Manual issued by the Office of School Finance for the period of time that the documentation is to be retained.
- f. A sample form for recording these quotes is included in Appendix C.
- g. An approved purchase order is required before the merchandise or service is ordered.

**Note: Yellow Highlighting denotes recommended language to be waived.**

**3) School Year/s for which the waiver is requested:**

July 2024 until revised Policy 8200 becomes effective with an estimated revision timeline of the 2024-25 school year. Policy 8200 is tentatively scheduled for revision in November 2024.

**4) Waiver Rationale:**

The Policy 8200 waiver request is recommended for the WVBE's consideration as a statewide waiver. The policy language waiver increases the minimum dollar threshold required to competitively procure goods and services to \$10,000. The dollar threshold is consistent with the

federal micro-bid threshold. The timing of the waiver allows for the competitive bid threshold to be consistent for all purchases made during fiscal year 2025 which will aid in the feasibility of monitoring and auditing these purchases.

**5) WVDE Recommendation:**

Uriah Cummings, School Financial Operations Officer, and staff have reviewed this statewide waiver request and recommend approval to waive the language of Policy 8200, Section 7.11.1 & 7.11.2 until the revised Policy 8200 becomes effective during the 2024-25 school year.